

**DEPARTMENT OF TRANSPORTATION  
JOB OPPORTUNITY  
Associate Fiscal Administrative Officer  
Financial Support**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a current examination list or see "Eligibility Requirements" below

**Location:** Newington, CT

**Job Posting No:** 31878

**Hours:** 7:30am to 4:00pm

**Salary:** AR-26 \$71,988 to \$92,585 annual

**Closing Date:** August 14, 2013

**Eligibility Requirement:**

Candidates must have applied for and passed the Associate Fiscal Administrative Officer examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**EXAMPLES OF DUTIES:**

Plans office work flow and determines priorities; schedules, assigns, oversees and reviews work; establishes and maintains office procedures; provides staff training and assistance; conducts or assists in conducting performance evaluations; acts as liaison with other operating units, agencies and other officials regarding policies and procedures; prepares and analyzes complex financial statements and reports and budget requests; projects expenditures and assists in financial planning; maintains fiscal controls by authorizing non-routine expenditures; manages various phases of budget process; makes recommendations on policies and standards; oversees maintenance of accounting records; utilizes EDP systems for financial records, reports, and analyses; may oversee implementation and analysis of financial and administrative EDP applications; may oversee grant and contract administration; may perform complex purchasing tasks such as preparing specifications, soliciting bids and recommending contract awards; may oversee leasing functions including negotiating contracts and space requirements; may supervise support services such as stores, inventory, security, mailroom, food service or maintenance; may supervise human resources, payroll, purchasing and/or other fiscal and administrative functions; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; some knowledge of human resources and payroll practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; considerable ability in preparation and analysis of financial and statistical reports; ability to understand and apply relevant state and federal laws, statutes and regulations; ability to utilize EDP systems for financial management; some supervisory ability.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, copies of last two (2) service ratings and an Application (CT-HR 12) for Employment by August 14, 2013 to:

**Connecticut Department of Transportation  
Linda C. Schaedler  
P.O. Box 317546  
Newington, CT 06131-7546  
Fax: 860-594-3094  
Email: Linda.Schaedler@ct.gov**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.